



**U.S. Department of Justice**  
**Federal Bureau of Prisons**  
**Central Office**

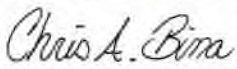
*Washington, D.C. 20534*

December 21, 2021

**MEMORANDUM FOR REGIONAL DIRECTORS/CHIEF EXECUTIVE OFFICERS**

FROM:

  
L. C. Milusnic, Assistant Director  
Program Review Division  
Digitally signed by LOUIS MILUSNIC  
Date: 2022.01.13 08:42:45 -05'00'

  
Chris A. Bina  
Digitally signed by CHRISTOPHER BINA  
Date: 2022.01.12 12:56:04 -05'00' for  
M. D. Smith, Assistant Director  
Health Services Division

SUBJECT: COVID Compliance Reviews/Sharing of Protocols or Procedures

In accordance with the most recent guidance, outlined by the Centers for Disease Control and Prevention (CDC), Guidance for Correctional and Detention Facilities, it is vital we continue to monitor procedures and protocols related to COVID-19. All staff continue to play a critical role in mitigating the risks associated with COVID-19 to protect staff and inmates.

In addition to unscheduled reviews by Covid Compliance Review Teams (CCRT) from the Program Review Division, internal monitoring of compliance is required to ensure facilities are applying procedures and protocols related to COVID-19. It is recommended institution staff from Correctional Programs, Correctional Services, Health Services, and Occupational Safety and Health departments monitor compliance with respect to the COVID-19 Checklist, at a minimum, monthly. A minimum of two critical areas should be reviewed weekly to ensure protocols are being followed. The latest checklists for all three operation levels can be found at the following web site: [BOP COVID-19 Information, Health Services Division, Agency Topics](#). As procedures or protocols evolve, these checklists will be updated accordingly.

It is imperative to remain prepared for unscheduled follow-up reviews from the Program Review Division. Internal review documents completed by institution staff should be maintained in-house and do not need to be submitted to the Program Review Division at this time.

To further the agency's efforts to mitigate the risks associated with COVID-19 and future public health emergencies, the consolidation and sharing of effective procedures and protocols used at the institutions, not already outlined in policy or other agency guidance, can improve the BOP's response to emergencies of this nature. To facilitate the gathering of these procedures and protocols, institutions and offices are asked to submit any procedures or protocols believed to be effective in responding to the pandemic, not already outlined in agency policy or guidance, to [BOP-PRD-ProgramAnalysis-S@bop.gov](mailto:BOP-PRD-ProgramAnalysis-S@bop.gov). This includes any procedures or protocols discussed during relevant institution and regional teleconferences. These submissions may be submitted at any time. Once submitted, they will be reviewed by the applicable division(s) for viability to be implemented and/or shared as an option across the agency. If approved they will be added to existing guidance. If the application of the procedure or protocol is determined to be mandatory, it will be added to the COVID compliance checklist, as appropriate.

In addition to the merger into existing guidance and/or Compliance Review Checklists, the Program Review Division will publish a quarterly list of new procedures or protocols identified and approved during the previous quarter. The list will indicate if the procedure or protocol is optional or mandatory for implementation. The link to these quarterly lists will be posted on the PRD Sallyport home page for future reference. These lists are to be utilized during training sessions to ensure discussion amongst leadership and consideration of implementation at the local level, when determined to be optional.

Any additional questions or concerns may be directed to (b)(6); (b)(7)(C)  
(b)(6); (b)(7)(C) Supervisory Attorney, at (b)(6); (b)(7)(C) [@bop.gov](mailto:bop.gov).